

**May 21, 2021**

**DEPARTMENT:** Madison County Correctional Complex  
**POSITION:** Correctional Officer  
**STATUS:** Part-Time  
**FLSA STATUS:** Non- Exempt  
**JOB CATEGORY:** POLE (Protective Occupational & Law Enforcement)  
**WORK SCHEDULE:** Work hours will vary due to need of 24 hour, 7 days a week facility

**JOB DESCRIPTION (Summary)**

1. Experience in the local criminal justice systems and the goals of Community Justice Center.
2. Responsible for a variety of duties related to the operation of the Madison County Correctional Complex.
3. Supervise offenders daily by monitoring and recording offenders' activities.
4. Maintain accurate and complete statistical data, record, and report offender inappropriate behavior.
5. Perform intake procedures.
6. Oversee visitation, commissary, clean-up duties, medical, etc.
7. Properly secure violent and uncontrollable offenders.
8. Conduct routine inspections of facility and walk through of floors.
9. Must have some experience working with computers.
10. Conduct, strip searches, pat down searches, area searches and alka-sensor testing.
11. Effectively listen, comprehend, and communicate with co-workers, offenders and the public, by intercom, radio, telephone or in person, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
12. Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations and take authoritative action applying appropriate discretion and common sense.
13. Ability to de-escalate situations by means of conversation/negotiation.
14. Monitors and collect monies of offenders.
15. Must be a team player.
16. Must abide by rules and procedures of agency.
17. Ability to work irregular and/or extended hours as required.
18. Must be able to work any shift/days/holidays at any time.
19. Must be able to pass and be in full compliance of all required training and testing certification.
20. Must maintain confidentiality.
21. Other duties as assigned.

**EDUCATIONAL REQUIREMENTS:**

High School Diploma or GED

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**JOB REQUIREMENTS (SUMMARY)**

1. Ability to meet all Community Justice Center hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.
2. Working knowledge of and ability to follow and make practical application of the customary practices, procedures, rules, regulations, and personnel of the Center. Ability to properly execute all written and verbal orders and directives.
3. Ability to appropriately receive, secure and account for articles received in evidence, offenders' fees, or personal belongings of offenders.
4. Working knowledge of and ability to properly use all assigned Department uniforms and/or equipment, including computer, printer, typewriter, calculator, intercom system, radio, telephone, surveillance/monitoring and video cameras, Alka-sensor.
5. Ability to physically perform the essential duties of the position, including, but not limited to walking/standing and/or sitting for long periods, walking up and down flights of stairs, physically restraining offenders during emergency situations. Ability to protect oneself from contracting infectious diseases, utilizing universal health precautions.
6. Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations and take authoritative action applying appropriate discretion and common sense. Ability to de-escalate volatile situation by means of conversation/negotiation.
7. Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare required forms and reports within Center deadlines. Ability to maintain confidentiality of Center information and reports as required.
8. Must pass and be in full compliance of all required training certification.
9. Ability to effectively listen, comprehend and communicate with co-workers, offenders and the public by intercom, radio, telephone or in person, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
10. Ability to work irregular and/or extended hours as required.
11. Possession of valid driver's license and safe driving record.
12. Performs agency and program related duties as assigned by the Complex Security Supervisor, Officer-in-Charge, Executive and Assistant Directors. Complex Security Supervisor will be the direct supervisor of this position.
13. Prefer but not required experience in speaking Spanish.

**To be considered, please send a cover letter, resume and three (3) references to Nick Oldham, at the Madison County Correctional Complex located at 125 Jackson Street, Anderson, Indiana or [noldham@madisoncounty.in.gov](mailto:noldham@madisoncounty.in.gov)**

**The Community Justice Center/Madison County Correctional Complex is an Equal Opportunity Employer (EOE).**

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